

# SkillsUSA Winter Wonderland Application

Saturday, December 1, 2018

8:00 am – 3:00 pm

## Vendor Information

Contact Name: \_\_\_\_\_ Business \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ or Cell: \_\_\_\_\_

Email: \_\_\_\_\_

I sell only what I personally make:  Yes  No

## Brief Description of Product(s):

\_\_\_\_\_  
\_\_\_\_\_

## Price Range of Products:

Under \$10     \$10-\$25     \$26-\$50     \$51-\$100     Over \$100

**All applications must be received by 11/16/18.**

**Tables:** All tables must be skirted. Auburn Career Center will not provide skirting. Merchandise not being displayed, inventory, packing supplies, etc. please keep out of sight at all times. Vendors may bring their own booths, tables, and display items. The tables provided by the school are not a standard size, as they are **5 x 2** classroom tables.

**\*\*Requests for 2 or more of the larger spaces will be limited and on a first come first serve basis.**

## Fees:

\_\_\_ 6 x 6 Space (bring own table)                      \$35

\_\_\_ 12 x 6 Space (bring own table) \*\*                      \$40

\_\_\_ 5 x 6 Space w/ (1) **5x2** ft. table provided                      \$40

\_\_\_ 10 x 6 Space w/ (2) **5x2** ft. tables provided \*\*                      \$45

Electricity \_\_\_\_\_yes \_\_\_\_\_no

**Total Enclosed**    \$ \_\_\_\_\_

Please make checks payable to:

**Auburn Career Center**

Mailing address is Auburn Career Center, Attn: Sue Lefler, 8140 Auburn Rd., Concord Twp., OH 44077

Free Breakfast or lunch is available per vendor no longer per table. Please indicate which one. You may purchase more at the price of breakfast \$6.00 and lunch \$ 4.00.

I would like a free: \_\_\_\_\_ Breakfast (available at 7:30 for vendors) \_\_\_\_\_ Lunch (can be delivered)

**Silent Auction:** As part of our fundraising, we are asking each vendor to consider donating an item to be used in our Silent Auction. Please indicate below what you will be willing to donate.

**We did not raise the price of our tables in the hopes that every vendor will participate by donating.**

\_\_\_ **Yes**, I will donate an item. **Item Description:** \_\_\_\_\_

**Please review the Holiday Extravaganza Rules and Regulations on the next page as there have been some changes.**

*I have included a check for the above items for the SkillsUSA Winter Wonderland. I have read and understand the terms and conditions of the event on the back of this form.*

Vendor Signature: \_\_\_\_\_

## Winter Wonderland Fundraiser for SkillsUSA

**Saturday, December 1, 2018**

**8:00 to 3:00**

### Rules, Regulations and Important Vendor Information

1. It is not expected that a vendor will sell items for resale, garage sale like items, flea market items, mass produced items or animals. Weapons of any kind, including toys and laser pointers are strictly prohibited. The committee reserves the right to request the removal of any items that are inappropriate for a school-sponsored event.
2. All exhibitor displays should be covered with table cloths or skirting in order to eliminate customers viewing product storage under the table.
3. General cleaning of aisles will be provided, but exhibitors are responsible for keeping their space clean and in good order. Before leaving, be sure your area is clean and trash free. Your room host can assist you with disposal of large cardboard items and trash.
4. Once the application is confirmed, payment is considered non-refundable unless we are able to resell the space by November 20, 2018.
5. All vendors are responsible for their own set-up and take-down. Assistance will be available for unloading and loading of vendor displays if needed.
6. All vendors are expected to be in their reserved space during the event from 8 a.m.-3:00 p.m. Auburn Career Center is not responsible for merchandise or display items. Students or staff members will be available to relieve exhibitors for restroom or lunch breaks if needed. There will be a deputy sheriff available during the November 30<sup>th</sup> evening until the building is closed for the night. Rounds will be made frequently.
7. We have made great efforts to allow for the maximum number of booths, and to allow for a proper and safe aisle space. If a vendor is in any way outside of their designated space, they will be asked to move. Please bring an appropriate set-up to fit in the space that you have registered for.
8. We ask that all exhibitors park in designated areas after unloading. This will be explained in your packet you receive once your application and fee are received.
9. Exhibitors will be able to set up between the hours of 2:30-6:00 p.m. on Friday, November 30<sup>th</sup> or 7:00 am to 8:00 am on Saturday, December 1st. Break down can start no sooner than 3:00 pm on Saturday and we ask that it be completed by 5:00 pm. **No vendor is to close before the official closing time.**
10. Vendors requiring electrical outlets must provide their own commercial grade power strip.
11. You are being given either breakfast or lunch free of charge per vendor not per table purchased. To purchase breakfast which will be available at 7:30 for vendors, it is \$6.00. To purchase lunch the cost is \$4.00. Lunch will begin being served at 11:00 a.m. Coffee and tea are available all day for free in the cafeteria.

#### **For further information, or questions contact:**

Sue Lefler  
440-357-7542 ext. 8257  
[slefler@auburncc.org](mailto:slefler@auburncc.org)